

FEDERAL MEDIATION AND CONCILIATION SERVICE



Recruitment Bulletin



BULLETIN NUMBER MED-9

DURATION: Continuous

POSITION: MEDIATOR, GS-241-12 (EXCEPTED SERVICE POSITION)

SALARY: STARTING (\$44,953 - \$47,831*)
POTENTIAL TO GS-14 (\$63,169 - \$87,377*)
*Actual amount varies by geographic location

AREA OF CONSIDERATION ALL SOURCES - NATIONWIDE (see duty station sheet)

FMCS IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION. WE SEEK TO HAVE A WORKFORCE DRAWN FROM LABOR, MANAGEMENT, AND NEUTRALS

MISSION OF THE FMCS

Promoting the development of sound and stable labor management relationships; preventing or minimizing work stoppages by assisting labor and management to settle their disputes through mediation; advocating collective bargaining, mediation and voluntary arbitration as the preferred process for settling issues between employers and representatives of employees; developing the art, science and practice of conflict resolution; and fostering the establishment and maintenance of constructive processes to improve labor-management relationships, employment security and organizational effectiveness.

DUTIES AND RESPONSIBILITIES OF POSITION

Our mediators currently perform duties in three major areas, dispute mediation, preventive mediation, and education, advocacy, and outreach. We seek candidates who have the capacity to become proficient in all three areas:

Dispute mediation: is to provide effective, neutral assistance in resolving conflicts to the principal parties to a dispute. Our primary mission is to assist the parties to the collective bargaining process to help them avoid or minimize work stoppages and achieve sound and stable relations. Our mission also includes assistance to parties utilizing alternative dispute resolution (ADR) techniques.

Preventive mediation: is dedicated to assisting the parties in managing conflicts and developing sound and stable labor-management relationships; to fostering the establishment and maintenance of constructive joint processes to improve labor-management relationships, employment security and organizational effectiveness. ADR activities include training, diagnostic assessment, and design of conflict resolution systems.

Education, advocacy, and outreach: is to competently communicate about the collective bargaining process, its value in a democratic society, the benefits of conflict resolution, and the positive role of the FMCS. Equally important is outreach with customers in the labor-management community to help explain our services and the value and use of mediation.

Mediators serve as neutral and completely impartial parties in the collective bargaining and other alternative dispute resolution processes. The mediator's knowledge of collective bargaining, understanding of labor-management problems and possession of the ability to influence bargainers in the adjustment of their differences, contributes toward the settlement of labor-management conflicts as well as other disputes. In addition to entering into the specific labor-management dispute situations, the mediator has a continuing responsibility to prevent labor disputes from developing through active participation in relationship building activities and public information programs with labor and management organizations.

Applicants must have the demonstrated capacity to become “full service mediators”, that is those who can enter a tension filled labor dispute over terms of a collective bargaining agreement, while at the same time be able to deliver preventive mediation services. These are the broad genre of processes designed to improve the parties= relationships, help them to develop joint problem-solving procedures, more constructive ways of bargaining, better ways to communicate, even motivate or encourage them to develop high performance workplaces.

QUALIFICATION REQUIREMENTS

GS-12 positions: To be considered for a GS-12 mediator position, an applicant must have **substantial full-time experience (acquired over a period of several years)** in the negotiation of collective bargaining agreements in a leadership/spokesperson role or a similar role in agreement administration within his/her organization. Qualifying experience will generally encompass utilization of varied bargaining processes, substantial knowledge of contract language, familiarity with a broad scope of subjects, experience in numerous and diverse bargaining circumstances, and knowledge of joint processes to improve labor-management relationships. Such experience must have been obtained within the most recent ten years. The candidate must have the capacity to perform successfully in all three areas listed under duties and responsibilities.

Developmental positions Candidates who fall short in meeting the qualification requirements for a GS-12 mediator position, but do have progressively responsible experience in the negotiation and/or administration of collective bargaining agreements or ADR experience, may be considered for developmental positions at the GS-9 or GS-11 level. Availability of these positions is limited as they are located at our larger field offices where mentoring with an experienced mediator(s) is possible.

QUALIFICATIONS EVALUATION

The following core competencies have been identified as necessary to successfully perform the duties and responsibilities of a federal mediator with FMCS:

1. expertise in collective bargaining and labor management relations;
2. knowledge and ability to provide competent assistance to the parties in the negotiation of collective bargaining agreements;
3. knowledge of the processes to improve labor management relationships;
4. sound facilitation and problem-solving skills (including effective communication skills);
5. advanced knowledge of processes to improve organizational effectiveness;
6. ability to design and implement conflict resolution systems;
7. ability to perform education, advocacy and outreach duties; and

8. knowledge, skill and ability in information systems.

The Agency actively seeks candidates who have the demonstrated ability to attain these core competencies. Strong demonstrated verbal and written communications skills are also imperative as are initiative, creativity, the ability to innovate and conceptualize.

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, experience, and training indicate they possess or have the ability to attain the core competencies listed above. In order to perform this evaluation, you are requested to provide a complete and thorough response to each of the following knowledge, skills, and abilities (KSA's). A thorough response to each KSA is critical as it will be the primary source of information used to determine the quality of each applicant's experience. You may either use the attached "Supplemental Qualifications Statement" to address the KSA's or provide the information in a similar format.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Please prepare a brief but concise response to each of the following KSA's.

- (1) Knowledge of economic, management and labor trends, and of current developments and problems in the field of labor-management relations and with changes and trends in union agreements. Please indicate some of the current difficult issues you have experienced at the bargaining table and/or in the administration of a contract. Why are they so difficult and what do you see as possible solutions?
- (2) Advanced knowledge of collective bargaining practices gained through progressively responsible and successful experience in the negotiation and/or administration of collective bargaining agreements and the resolution of labor-management conflict. Please describe your experience in collective bargaining negotiations and/or administration of collective bargaining agreements, including the number of agreements negotiated and/or administered, number and size of bargaining units, your specific role in each activity, including your responsibilities and activities during the term of the agreements. Also indicate if your position(s) were full-time or part-time.
- (3) The ability or potential to assess, design, deliver, and evaluate processes aimed at improving relationships and/or organizational effectiveness. Please provide specific instances where you were involved in such processes or why you believe you have the potential to perform these duties.
- (4) Knowledge of conflict resolution. Please describe what conflict resolution means to you. Do you have any experience or education in conflict resolution? If so, please elaborate.
- (5) Knowledge of the general structure, functions, policies and practices of employer and labor organizations. Briefly describe your knowledge in this area and how you acquired this knowledge.
- (6) Familiarity with the applicable laws governing collective bargaining, wages, hours, benefits, etc. Please highlight some of these laws.
- (7) Faculty for sound presentation and facilitation skills which includes effective communication skills (both verbal and written). Please describe your experience in making formal presentations and/or conducting training courses or in facilitation skills.
- (8) The ability to chair meetings and lead discussions. Briefly describe your experiences in these areas.

- (9) The ability to use personal computers and various software packages. Please describe any experience/education/training you have with computers and various software packages.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- (1) Knowledge of design and implementation of conflict resolution systems. Please discuss one or more conflict resolution systems and your ability to design and implement such a system.
- (2) Bilingual skills - please indicate any ability to read or speak a language other than English.
- (3) College related degree(s) and/or courses - please indicate any college level degree(s)/courses related to the field of labor-management relations, mediation, conflict resolution, etc.

HOW TO APPLY FOR A FEDERAL MEDIATOR POSITION

You may either complete the attached Optional Application for Federal Mediator or provide a resume or other written format. If your resume or application does not provide all the information required on this application form you may lose consideration for the position. Also be sure to complete and include the following:

- (1) Your response to the knowledge, skills and abilities (KSA's).
- (2) Duty Station Form
- (3) Supplemental References Form
- (4) Background Survey Questionnaire

CONDITIONS OF EMPLOYMENT

Before appointment to a mediator position, a candidate is subject to the following:

- (1) is required to pass a complete physical examination;
- (2) must successfully undergo a suitability/background investigation;
- (3) must possess a valid driver's license;
- (4) must indicate a willingness to accept assignment to any location in the United States based on the needs of the Service.

Return completed applications to: **FMCS**

**2100 K Street, NW
Washington, D.C. 20427
ATTN: Recruitment Manager
PLEASE PRINT**

Application for Federal Mediator
UNITED STATES CITIZENSHIP IS REQUIRED

Type or print clearly in dark ink

1 Job title in announcement	2 Grade(s) applying for	3 Announcement number
4 Last name	First and middle name	5 Social Security Number
6 Mailing address (include apartment number, if any)		7 Phone numbers (include area code) Daytime () Evening ()
City	State ZIP Code	
8 When can you start work? (Month and Year)		

EDUCATION

9 Mark highest level completed: SomeHS () HS/GED () Associate () Bachelor () Master () Doctoral ()

10 Last high school (HS) or GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received.

11 NAME AND LOCATION OF COLLEGE OR UNIVERSITY. <i>If you expect to graduate within nine months, give the month and year you expect to receive your degree:</i>				NO. OF CREDIT HOURS COMP.		TYPE OF DEGREE (e.g. B.A., M.A.)	YEAR OF DEGREE (if any)
Name	City	State	ZIP Code	Semester	Quarter		
1)							
2)							
3)							

OTHER QUALIFICATIONS

12 **Job-related** training courses (give title and year), **Job-related** certificates and licenses (current only), **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but **do not** send documents unless requested.

GENERAL

13 Are you a U.S. citizen? YES () NO ()

14 Do you claim veterans' preference? YES () NO () Mark your claim of 5 or 10 points below.
 5 points () Attach your DD 214 or other proof.
 10 points () Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required

APPLICATION CERTIFICATION

15 **I certify** that, to the best of my knowledge and belief, all of the information on and attached to this application is true, complete and made in good faith. **I understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. **I understand** that any information I give may be investigated.

SIGNATURE _____ **DATE SIGNED** _____

WORK EXPERIENCE

Make as many copies of this page as necessary to identify all related employment.

<input style="width: 20px; height: 20px;" type="checkbox"/> Name and address of employer's organization <i>(include ZIP Code)</i>	Dates employed <i>(give month, day and year)</i> From: _____ To: _____	Average number of hours per week	Number of employees you supervised
Salary or earnings Starting \$ _____ per Ending \$ _____ per		Your reason for wanting to leave	
Your immediate supervisor Name _____ Area Code _____ Telephone No. _____	Exact title of your job _____	If Federal employment (civilian or military) list series and grade _____	

Description of work: Describe your specific duties, responsibilities and accomplishments in collective bargaining negotiations and administration of contracts, including the number of contracts negotiated, number and size of bargaining units, your specific role in each activity, and your activities during the term of the contracts. If you describe several functions (for example, labor relations and compensation) please include an approximate percentage of time you spent doing each.

Name: _____
Last **First** **MI**

Address: _____
Number **Street**

City **State** **Zip**

INTERNAL USE ONLY

Date of Appl: _____
Entered into system: _____
Comm. Rating: _____
Inter. Location: _____
Date: _____
Panel Score: _____

DUTY STATIONS

Our current policy is to fill positions from the local geographical area, if possible, considering those applicants who currently reside within a reasonable distance of a particular duty station. If an insufficient number of candidates is available from the immediate area then consideration will be given to applicants outside the immediate area. From the list below, circle only those locations within the general area of your current residence and for which you would like consideration. If interested in areas outside your commuting area please put a **X** by these cities. Candidates are responsible for all interview expenses, and if selected for a position outside the commuting area, all moving expenses.

ALABAMA

Birmingham - 27
Mobile - 28

ARIZONA

Phoenix - 88

CALIFORNIA

Long Beach - 96
Los Angeles - 79
Oakland - 94
Orange - 93
Sacramento - 91
San Diego - 80
San Francisco - 78

COLORADO

Denver - 87

CONNECTICUT

Hartford - 09

DISTRICT OF

COLUMBIA - 22

FLORIDA

Orlando - 36

GEORGIA

Atlanta - 26

HAWAII

Honolulu - 90

IDAHO

Boise - 86

ILLINOIS

Chicago - 54

Peoria - 55

Rockford - 56

INDIANA

Evansville - 52
Indianapolis - 58
South Bend - 57

IOWA

Cedar Rapids - 66
Des Moines - 67

KANSAS

Wichita - 70

KENTUCKY

Louisville - 47

LOUISIANA

Baton Rouge - 29

MAINE

Portland - 12

MARYLAND

Baltimore - 21

MASSACHUSETTS

Boston - 07
Worcester - 06

MICHIGAN

Detroit - 48
Grand Rapids - 50
Kalamazoo - 51
Saginaw - 49

MINNESOTA

Minneapolis - 62

MISSOURI

Kansas City - 69
St. Louis - 65
Springfield - 72

NEBRASKA

Omaha - 68

NEVADA

Las Vegas - 73

NEW JERSEY

Iselin - 24
Trenton - 20

NEW YORK

Albany - 03
Buffalo - 05
New York - 01
Syracuse - 04

NORTH CAROLINA

Charlotte - 34

OHIO

Akron - 42
Cincinnati - 46
Cleveland - 41
Columbus - 44
Dayton - 45
Toledo - 43

OKLAHOMA

Oklahoma City - 71

OREGON

Portland - 83

PENNSYLVANIA

Erie - 15
Harrisburg - 17
Philadelphia - 13
Pittsburgh - 14
Wilkes-Barre - 19

RHODE ISLAND

Providence - 10

TENNESSEE

Knoxville - 33
Memphis - 30
Nashville - 31

TEXAS

Dallas-Ft. Worth - 74
Houston - 75
San Antonio - 76

VIRGINIA

Richmond - 38

WASHINGTON

Seattle - 82
Spokane - 84

WEST VIRGINIA

Charleston - 18
Parkersburg - 16

WISCONSIN

Green Bay - 61
Milwaukee - 60

SUPPLEMENTAL QUALIFICATIONS STATEMENT

Applicant's Name: _____

Please prepare a brief and concise response to each of the following:

1. Knowledge of economic, management and labor trends, and of current developments and problems in the field of labor-management relations and with changes and trends in union agreements. Please indicate some of the current difficult issues you have experienced at the bargaining table. Why are they so difficult and what do you see as possible solutions?

2. Advanced knowledge of collective bargaining practices gained through progressively responsible and successful experience in the negotiation and/or administration of collective bargaining agreements and the resolution of labor-management conflict. Please describe your experience in collective bargaining negotiations and/or administration of collective bargaining agreements, including the number of agreements negotiated/administered, number of size of bargaining units, your specific role in each activity, and your responsibilities and activities during the term of the agreements. Also indicate if your position(s) were full-time or part-time.

3. Ability or potential to assess, design, deliver, and evaluate processes aimed at improving relationships and/or organizational effectiveness. Please provide specific instances where you were involved in such processes or why you believe you have the potential to perform these duties.

4. Knowledge of conflict resolution. Please describe what conflict resolution means to you. Do you have any experience or education in conflict resolution? If so, please elaborate.

SUPPLEMENTAL QUALIFICATIONS STATEMENT - Continued

Applicants Name: _____

5. Knowledge of the general structure, functions, policies and practices of employer and labor organizations. Briefly describe your knowledge in this area and how you acquired this knowledge.

6. Familiarity with the applicable laws governing collective bargaining, wages, hours, benefits, etc. Please highlight some of these laws.

7. Faculty for sound presentation and facilitation skills which includes effective communication skills (both verbal and written). Please describe your experience in making formal presentations and/or conducting training courses and in the use of facilitation skills.

8. Ability to chair meetings and lead discussions. Please describe your experiences in these areas.

9. Ability to use personal computers and various software packages. Please describe any experience/ education/training you have with computers and various software packages.

SUPPLEMENTAL QUALIFICATIONS STATEMENT - Continued

Applicant's Name: _____

DESIRABLE KSA'S

1. Knowledge of the design and implementation of conflict resolution systems. Please discuss one or more conflict resolution systems and your ability to design and implement such a system.

(2) Bilingual skills - please indicate any ability to read or speak a language other than English.

(3) College related degree(s) and/or courses - please indicate any college level degrees(s) and/or courses related to the field of labor-management relations, mediation, conflict resolution, etc.

Background Survey Questionnaire

GENERAL INSTRUCTIONS

The information from this survey is used to help insure that agency personnel practices meet the requirements of Public Law 92-261 of March 24, 1972. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly. Please print your responses.

Name (Last, First, Middle Initial)

Announcement No. for which you are applying

Date of your application

Social Security Number

Year of Birth

How did you learn about the position for which you are applying? (You may check up to three choices.)

01 Private Information Service

02 Magazine

03 Newspaper

04 Radio

05 TV

06 Poster

07 Private Employment Office

08 State Employment Office (Unemployment Office)

09 Agency Personnel Department (Bulletin Board or Other

Please categorize yourself in terms of race, sex and ethnic categories below. First read definitions and categories.

PRIVACY ACT INFORMATION

GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND PROCEDURE

This information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet requirements of Federal Law.

Announcement)

10 Agency or Other Federal Government Recruitment as School or College)

11 Federal, State, or Local Job Information Center

12 Religious Organization

13 School or College Counselor or Other Official

14 Friend or Relative Working for Agency

15 Friend or Relative Not Working for Agency

16 Other (Specify) _____

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

RACE: American Indian or Alaskan Native. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, the Indian subcontinent or the Pacific islands. This area includes, for example, India, Japan, Korea, the Philippine Islands and Samoa.

Black. A person having in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North America or the Middle East.

ETHNICITY: Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

RACE

1 American Indian or Alaskan

Native

2 Asian or Pacific Islander

3 Black 4 White

5 Other _____

SEX

1 Male

2 Female

ETHNICITY

1 Hispanic Origin

2 Not of Hispanic Origin

SPECIAL EXCEPTED APPOINTING AUTHORITIES

Are you eligible for appointment under a special excepted appointing authority (Schedule A or B) for severely physically or mentally handicapped persons? Yes No

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Return completed application to:

FMCS
2100 K Street, NW
Washington, DC 20427
Attn: Recruitment Manager

TO: